# Power-Tech Engineers, Inc.\_\_

Consultants • Engineers • Construction

355 South Lemon Avenue, Suite A, Walnut, CA 91789 Ph: (909) 595-5314 ❖ Fax: (909) 595-5394

Veronica I. Rojas Muñoz
Phone: (909) 595-5314, ext. 106

Power-Tech Engineers, Inc. Fax: (909) 595-5394
355 S. Lemon Avenue, Suite A E-mail: virojas@ptei.net

October 7, 2019

Walnut, CA 91789

National FOIA Office Phone: Undisclosed United States of America Fax: Undisclosed Environmental Protection Agency E-mail: Undisclosed 1200 Pennsylvania Avenue, NW (2310A)

Washington, DC 20460

RE: Public Information Record Request

Statement of Qualifications and Capability Statement Postcard with

Twentieth Anniversary Announcement

Dear Representative of the Office of the Government Records Ombudsman,

This is a request to electronically access public information records that pertain to the administration of the State Procurement program through the gateway designed for state and local partners, as well as for the general public, and for verification of the delivery of information submitted to the attention of chief representatives for their use and record within their role of administering the program through the use of the United States Postal Services and the electronic addresses displayed on State webpages. This is not a request to copy or physically inspect public records pertaining to the State Procurement program on-site.

- I. Verification that information was delivered through the United States Postal Service and the electronic addresses displayed on State Procurement webpages, and was processed or entered into the appropriate information management system as required through the responsibilities of the records manager for the state agency and department
  - A. <u>Verification of delivery and entry into the State Records Management System</u>

Please verify that the following information was delivered through the United States Postal Service by indicating the date that the information was entered into the State records management system.

- 1. A 5.5" x 8.5" postcard that was mailed in August 2019 displaying the Power-Tech Engineers, Inc. logo in the top left corner with an employee portrait and display of years that the employee has served with the company above the timeframe of years in business as a corporation; and a
- 2. A statement of qualifications with a cover letter announcing the twentieth anniversary of the operation of the business organization dated August 27, 2019.
- B. <u>Verification that the State Agency department representative received the records</u>
  Both items were addressed to the following address to the attention of the State representative for the following agency and department:

Ms. Denise Sirmons

Mailing Environmental Protection Agency

Address: Office of Small and Disadvantaged Business Utilization

Office of the Director

Letter to National FOIA Office, United States of America Environmental Protection Agency
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1200 Pennsylvania Ave., NW Mail Code 1230T Washington, DC 20460-0001

#### C. Confirming Delivery of the Postcard Mailers Delivered prior to August 2019

Please confirm the receipt of the postcard mailers that were delivered prior to August 2019 through the United States Postal service to the attention of the State Procurement program at the following mailing address as stated above.

# II. Request to electronically access public information records related to the administration of State Procurement programs

#### A. Role of the State Procurement program

The State Procurement program maintains and distributes the notifications of upcoming solicitations, and project and contract schedules, including reports of forecasts and listings where identifying contract and project information, such as reference numbers and dates of execution, are used to index the data contained therein. Within its capacity of serving as the lead point of contact for the management of contracts for goods, services and technology in which the State is a party or the beneficiary and in its delivery of integrative services to oversee and ensure the cost-effectiveness of the business processes of the State, the program also maintains information related to past and future conferences, including, but not limited to, trainings, hearings, meetings and other special events, and agendas, minutes, reports and notices, and materials that include manuals, forms, templates and models, thereof. The program maintains the names of the entities that successfully bid, are short listed or that the State intends to award through its contractors or itself, in the same manner that it produces and maintains records of the type and name of solicitations that it releases, and in the same manner that the identifying information thereof is used to index the data contained therein, as done with contract and project information, whether or not the solicitation leads to the successful entry of a contract.

#### B. Requests for Information Presented to the State Procurement program

The 5.5" x 8.5" postcard includes a request for information pertaining to the administration of the State Procurement program that has appeared on previous postcards that were mailed in the past. The different versions that were mailed in the past to the attention of the agency and department of the State listed above, aside from other departments and divisions as they pertain to the subject matter included within the content of the postcard, are enclosed for your reference. The request for information was displayed in the following variations:

## a. 6"x 9" Postcard Mailed in August 2018

The following request for information was presented in a 6" x 9" postcard that was mailed in August 2018. "Pursuant to FOIA 5 U.S.C. §552(a) (1996), and Cal Govt. Code §6253.1 (1998), this advertisement serves as a request for network access to information related to procurement program admin, incl. those related, but not limited, to: (1) solicitation advertisement notification registration; (2) project and contract forecasts, and expiring contracts, and/ or project and contract listings; (3) entity names of bidders short listed or intended to receive award, and past successful bidders, incl. type and name of solicitations; (4) satellite conference and live webcast registration; (5) listings, indices, directories or databases of reports, manuals, forms, templates and models; and (6) calendars of training and other special events."

#### b. 6"x 9" Postcard Mailed in August 2019

The following request for information was presented in a  $6'' \times 9''$  postcard that was mailed in August 2019. "Procurement program administration information, which includes, but is not limited to:

Solicitation advertisement notification registration;

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- Project and contract forecasts, and expiring contracts, and/ or project and contract listings;
- 3. Entity names of bidders short listed or intended to receive award, and past successful bidders, including the type and name of solicitations, or other information used to identify the solicitation;
- 4. Satellite conference and live webcast registration;
- 5. Listings, indices, directories or databases of agendas, minutes, reports and notices;
- 6. Listings, indices, directories or databases of manuals, forms, templates, and models; and
- 7. Calendars of trainings, hearings, meetings and other special events."

Should you require any further information, please feel free to contact me at the address, as it is both the physical and mailing address that pertains to this request, and serves as the corporate headquarters for the business as registered with all licenses and permits.

Respectfully,

POWER-TECH ENGINEERS, INC.

Veronica I. Rojas Munoz Executive Vice President & Director

CC: 1. Regional Freedom of Information Officer
U.S. EPA, Region 9
75 Hawthorne Street (ORC-1)
San Francisco, CA 94105

Phone: (415) 947-4251
Fax: Undisclosed
E-mail: Undisclosed

#### August 2019

I.

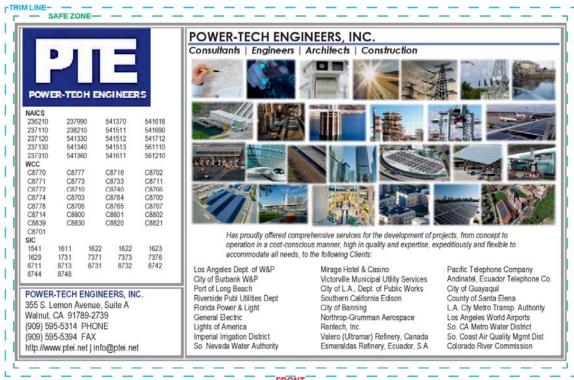




#### January 2019



#### III. October 2018



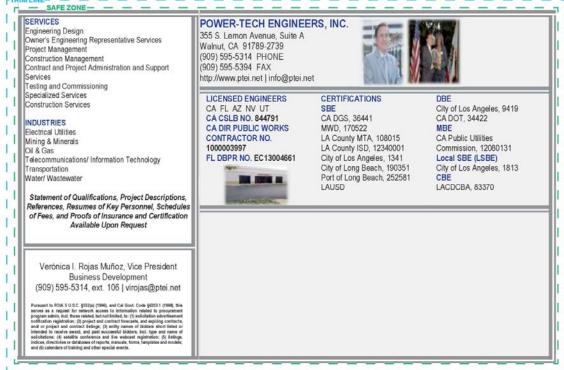


Notice: This message and any attachments may only be intended for the named and/ or addressed recipient(s). Its contents (including any attachments) may be legally privileged or otherwise protected from disclosure by law, confidential and/or proprietary information about PTEI, or its customers, which PTEI, does not intend to disclose to the public. Unauthorized use, copying, distribution or disclosure of any of it may be unlawful and is strictly prohibited. We assume no responsibility to persons other than the intended named and addressed recipient(s), no responsibility to any persons in cases of unsolicited electronic junk or spam messages sent using the address of this account or use of the account without the authorization of its owner, and do not accept liability for any errors or omissions which are a result of email transmission. If you have received this message by mistake, please notify the sender by reply email immediately and confirm that the original message and any attachments and copies have been destroyed and deleted from your system.

BACK

# IV. August 2018





## V. June 2018



